

WATER TREATMENT PLANT SHIFT LEADER

GRADE: 17

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Water Treatment Plant Shift Leader performs intermediate technical work performing operational, analytical, and maintenance tasks necessary to provide potable and palatable water within the Federal and State standards. Work involves responsibility for the safe and efficient operation of chemical and plant controls and the maintenance of plant equipment in proper condition. The position also requires supervisory work with the operators on his/her shift. The work is performed under the supervision of the Water Plant Assistant Superintendent and the general managerial review of the Water Plant Superintendent.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Knowledge, skills and abilities in all Water Treatment Plant Operator duties and directly supervises the Water Treatment Plant Operators on his/her shift.
- Responsible for the WTP, operations, operators, decisions and activities during his shift.
- Receives supervision from the Water Treatment Plant Assistant Superintendent.
- Prepares performance evaluations for the staff on their shift.
- Keeping laboratory and such laboratory apparatus as test tubes, burettes and beakers clean and in an orderly condition.

- Greases, oils machinery, and does other maintenance and minor plant repair work as necessary.
- Updating and writing new Standard Operating Procedures (SOP's) as necessary.
- Monitoring and managing chemical inventories, shares information with the Assistant Superintendent.
- Managing the preventative maintenance work order program (Antero); ensuring that scheduled maintenance is being completed before delinquency date for his/her shift.
- Communicating all pertinent information, issues, needs and ideas to the Assistant Superintendent.
- Managing plant operations to ensure that Federal and State water quality standards and consumer water quantity demands are met and satisfied.
- Planning, scheduling, assigning, inspects and supervising the work of the plant operators.
- Performing other related duties and tasks as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from High School. Must have a valid Maryland Class 4 Water Treatment Operator Certification with five years of experience. Possession of a valid driver's license in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the principles, procedures and practices necessary to maintain and enhance the operation and maintenance of a Class 4 Water Treatment Plant.
- Knowledge of the Federal and State water quality standards (the Safe Water Drinking Water Act and Amendments) and the reporting requirements.
- Knowledge of Federal and State safety regulations for a Class 4 water plant operation, i.e. OSHA, MOSH, Right-to-Know, Underground Tank Regulations and SARA Title III.
- Knowledge of management principles and practices, administration techniques, current literature, techniques and developments in the field of a complex water plant operation.
Ability to apply management principles, procedures and techniques in the operation and maintenance of a Class 4 Water Treatment Plant.
- Ability to communicate effectively orally and in writing.